Researcher’s Dashboard

Viewing Award Information
Introduction
Welcome to the Dashboard. In this package you will be introduced to the purpose and functionality of the Dashboard, so that you may use this tool to gather useful information.

Purpose
The purpose of the Dashboard is to allow users to view information related to existing proposal and award information in one central location. Proposal and award information is presently available for Principal Investigators. All Unit Administrators have access to the Dashboard.

Accessing Dashboard
The Dashboard is easily accessed via WSU’s Pipeline. Once you are logged into pipeline with your regular Access ID, you will be able to navigate to the Dashboard with ease. This process will be detailed in the following pages.

Viewing Award Information
Dashboard provides a central point for viewing existing award and proposal information. You can view Award information in Dashboard such as:

- Accounting information
- Current labor distribution
- A history of all paid people

You can view additional information as well, which you will see in the following pages.

Navigation
The Dashboard provides clear and simple links for navigation. It also shows you your current navigation path at the top of the screen so you can easily backtrack if needed. This path is casually referred to as “breadcrumbs,” indicating a trail that you may follow backward. You may click on any part of the breadcrumb trail to return to that point in the navigation path.

You will be shown how to navigate the Dashboard for information, and the level of detail available, in the following pages.
1. Log on to WSU’s **Pipeline** using your routine login information.

![Login Screen](image)

2. Click the **Research** tab.

![Dashboard Homepage](image)

*The Dashboard homepage displays.*

*You will see a list of proposals and awards for which you are listed as the Principal Investigator.*

- You may click any award to view it.

<table>
<thead>
<tr>
<th>Title</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connecting portable, preprocessing-based session-key-exchange protocols</td>
<td>Jul 31, 2009</td>
</tr>
<tr>
<td>Identifying partially-redundant, BGP-based debuggers</td>
<td>Jul 31, 2009</td>
</tr>
<tr>
<td>Measuring better, delay-based wireless networks</td>
<td>Sep 30, 2009</td>
</tr>
<tr>
<td>On statistical, indirection-based routing metrics</td>
<td>Jan 31, 2010</td>
</tr>
<tr>
<td>Real-time, policy-compliant configuration tools</td>
<td>Mar 31, 2010</td>
</tr>
</tbody>
</table>
1. To view information about existing awards, click Awards under the Post-Award menu.

This will display a list of awards for which you are listed as the Principal Investigator.
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VIEW UNIT AWARDS

1. To view awards for a particular business unit, click **Unit Awards** under the Post-Award menu. This is typically only available for departmental administrators.

   ![Post-Award Unit Awards](image)

   *This will display a list of available business units.*

2. Select the business unit for which you want to view an award.

3. Select the Principal Investigator for which you want to view awards.

   ![Principal Investigators](image)

   *This will display a list of Principal Investigators for that business unit.*

4. Select the Principal Investigator for which you want to view awards.

   ![Selected PI](image)

   *The awards for that Principal Investigator will display.*
4. Select the award you want to view under the Principal Investigator’s name.

You have been introduced to three ways to navigate to awards.

1. By viewing the My Awards list on the Dashboard homepage (if you are a Principal Investigator).
2. By clicking the Awards link under the Pre-Award menu (if you are a Principal Investigator).
3. By clicking the Unit Awards link under the Pre-Award menu, and navigating to awards for a specific Principal Investigator. Note: This is for department administrators.

Click any award to view the information for that award.

The View Award page will display with the following three sections:

- **Award Summary**: This section provides a high-level overview of award details.
- **Accounting Summary**: This section provides a high-level overview of accounting details.
- **Award Details**: This section provides links to additional details.

Each of these three sections will be explored on the following pages.
Researcher’s Dashboard

AWARD SUMMARY

The Award Summary provides an overview of basic award information. Review the following fields to learn more.

1. **Sponsor:** The sponsor listed on the award.
2. **Principal Investigator:** The name of the principal investigator listed on the award.
3. **Lead Unit:** The lead business unit assigned to the award.
4. **Coeus Award Number:** A unique 9-digit number used to identify the award in the Coeus system.
5. **Banner Grant Code:** A unique number to identify the award in Banner.
6. **Start Date:** The date that the research for which the award was given is scheduled to begin.
7. **End Date:** The date that the research for which the award was given is scheduled to end.

Notice that the breadcrumbs at the top of the page display how you have gotten to any point in Dashboard.

1. Navigation began at the Dashboard home page. (Researcher’s Dashboard)
2. Next, Awards was clicked to display a list of awards. (My Awards)
3. Next, a specific award was selected. (View Awards)
4. Finally, an account was selected to view. (Account Types)

Any part of the breadcrumb trail that appears as blue text may be clicked to return to that point in navigation.
ACCOUNTING SUMMARY

The Accounting Summary provided a snapshot of the current status of the award budget. Review the following fields to learn more. These amounts only reflect Direct Cost totals. They do not include Indirect Cost amounts.

1. Total Budget: The sum of the revenue, committed, and available funds
2. Total Expensed: Funds that have already been sent.
3. Total Committed: Funds that have been earmarked to spend, but have not yet been spent.
4. Total Available: Available funds, which is the revenue less the expensed and committed funds.

AWARD DETAILS > ACCOUNTING

Once you select Accounting under Award Details, you will see a list of account types.
Once you click an account type, you will see the specific accounts listed under that account type.

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget Amount</th>
<th>Expensed</th>
<th>Committed</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Classifications</td>
<td>$60,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$60,000.00</td>
</tr>
<tr>
<td>Research-12 Month</td>
<td>$0.00</td>
<td>$22,642.47</td>
<td>$0.00</td>
<td>$-22,642.47</td>
</tr>
<tr>
<td>Academic/Administrative-12 Month</td>
<td>$0.00</td>
<td>$7,914.03</td>
<td>$0.00</td>
<td>$-7,914.03</td>
</tr>
<tr>
<td>P/T Faculty, Instrc. Assistants</td>
<td>$0.00</td>
<td>$3,165.61</td>
<td>$0.00</td>
<td>$-3,165.61</td>
</tr>
<tr>
<td>P/T Hourly, Student Asst-Reg. Wages</td>
<td>$0.00</td>
<td>$7,431.44</td>
<td>$0.00</td>
<td>$-7,431.44</td>
</tr>
<tr>
<td>Account Total:</td>
<td>$60,000.00</td>
<td>$41,153.55</td>
<td>$0.00</td>
<td>$18,846.45</td>
</tr>
</tbody>
</table>

If you click any of these specific accounts, such as Scholarships and Fellowships, you will see all transaction types for that account. (Budget Amount, Expensed, and Committed)
If you only want to view one transaction type, simply click the dollar amount for the account under that heading. You will see a list of transactions only of that type.

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AWARD DETAILS – CURRENT LABOR DISTRIBUTION

Here you can view a list of employees who are currently being charged to the award.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position Number</th>
<th>Fund Code</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td>P00001-01</td>
<td>2ABC1</td>
<td>100%</td>
</tr>
<tr>
<td>John Doe</td>
<td>P00002-01</td>
<td>2ABC2</td>
<td>5%</td>
</tr>
<tr>
<td>Daniel Smith</td>
<td>H00003-01</td>
<td>2ABC1</td>
<td>100%</td>
</tr>
</tbody>
</table>
Here you can view a list of employees who have drawn pay from the award from at any time during the research project, even if they are not currently drawing pay.

You can get a breakdown of all money paid to an employee by clicking the dollar amount in the Amount Paid column.

Once you click the Amount Paid for an employee, you will see a list expenses for that person.